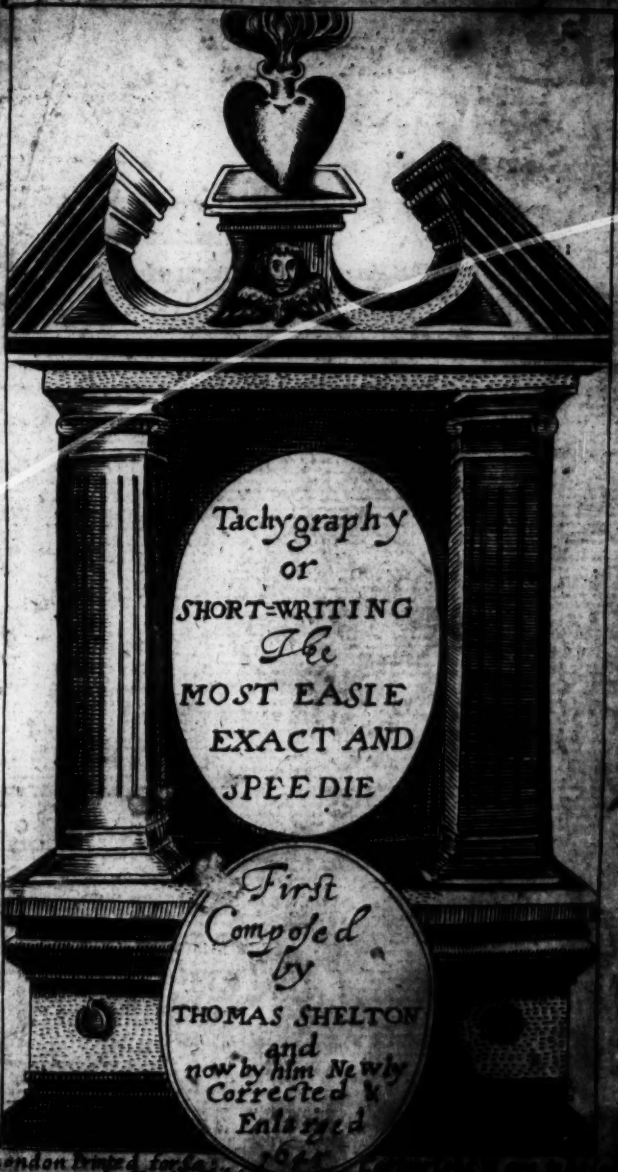

Tachygraphy
or
SHORT-WRITING
The
MOST EASIE
EXACT AND
SPEEDIE
First
Composed
by
THOMAS SHELTON
and
now by him Newly
Corrected &
Enlarged

BRITISH MUSEUM

TACHY-GRAPHY.

THE

Moſt exact and compendi-
ous methode of Short and
ſwift writing that hath ever
yet been publiſhed
by any.

Compoſed by

THOMAS SHELTON
Authour and Profeſſour of
the ſaid Art.

Approved

By both the Univerſities.

Printed at *London* by *R.C.* for *Samuel Cartwright*, and are to be ſold at the hand and Bible in *Duck-lane*.
1645.

BRITISH MUSEUM

TO
THE WORSHIPFULL
his very Worthy Friend,
RICHARD KNIGHTLEY
ESQVIRE.

Worthy Sir,

MY purpose was that (without any addition or alteration) this small Treatise should have passed, as I had formerly composed it: but finding somewhat that I judged useful, to the easier attaining of the Art, which before was omitted, at the request of diverse of good judgement, I was perswaded rather to adventure the breach of that promise, than to conceale that which might be usefull to many.

The manifold ingagements I stand in to your Worship, require a better retribution: but your favorable aspect to one as little deserving, hath enboldned me to crave of your Worship to countenance this, and the rather because

your experience in the Art, hath already encouraged many to the ſtudy of it.

I dare not ſo much injure your Worſhips vertuous inclination, as to feare the acceptance of this poore expreſſion of my thankfulneſſe, ſeeing it is not unknown to your Worſhip, nor to many thouſands beſide, that it hath beene inſtrumentall for the good of the Church, and the perpetuating the memories (*as the ſmell of Lebanon*) of many worthy men, who, though they now reſt from their labours, and their works have followed them: yet by this means the fruit of their labours is continued with us. I deſire your Worſhip to pardon my boldneſſe; and to pray for the increaſe of all bleſſings on your Worſhip, ſhall bee the imployment of

Your Worſhips

to be commanded,

THO. SHELTON.

To

To the Reader.

I Am prevented for ſpeaking much of the utility of this Art, by the experience of many hundreds that have already learned it, that by this meanes are able (like that heavenly Scribe, Mat.13.52.) To bring forth of their Treaſuries, things both new and old: *As alſo by the benefit that many thouſands enjoy by the workes of many worthy Divines, which had periſhed with the breath that uttered them, had not God, as out of* Zebulun, *Judg.5.14. inſtructed ſome to* handle the pen of the writer; *who may ſay of them as* Baruch *of* Jeremiahs *roll, Jer. 36.* 18. Hee pronounced all theſe words to me; and I wrote them with inke in the booke: *Beſides the priviledge that diverſe injoy in foraine parts, by uſing Bibles and other books in this writing, without danger of bloody Inquiſitours.*

These and the like considerations move mee to say the lesse: onely let the intelligent Reader judge how useful such a skil may be, by the learning whereof so much time and labour is saved; whereby as much may be writen in one page as otherwise in sixe, and as much in the margent as the page: a skill whereby those that have weak memories, may both easily preserve their owne conceits, that else would soone vanish, and bee furnished with notions from others. For the plainenesse of the rules, the easinesse in learning, the speed in writing, the facility in reading, let the discreet reader peruse, practise, and judge.

THO. SHELTON.

To the Authour his Friend, upon his Art of *SHORT-WRITING.*

FOrtunate Art, *by which the hand so speeds,*
That words are now of slower birth than deeds!
Dissembling age, that faith so often breakes,
Learne hence to doe more than the proudest speakes,
Speak not the Authors praise; his Art *commands*
Our tongues should bee more cripled than our hands:
Nor can wee scape (this spight his speed affords)
From being over-taken in our words.
What shall become of their Divinity,
Which scatter'd through two houres Tautologie,
Gather'd by these quick Characters, must hence
T' indure the doom of such as can speak sense?
But that thine Art's *a friend to' repetition,*
Their hourely breath; they'd damne the next edition.
Print then that praise, which volumes cannot hold
But in thine own compendious figures told;
Figures, which makes us duller-handed thinke
Words from the speakers mouth dissolve to inke,
And fall upon thy papers; or thy quill,
Made of some nimble tongue, gave thee this skill.
Still may that ful-fledg'd pen with moisture spring,
Snatcht from the Eagles, not the Gooses wing.

E. R. *Mag. Art.* Magd. *Coll.*

TO HIS INGENIOUS FRIEND
Master *Thomas Shelton*, on his Art of
SHORT-WRITING.

SUch is thy Art, that either thou alone
Compris'd the Iliads in a Nut, or none;
I've read this oft, yet scarsely did give credit,
(Except thy selfe) that ever one man did it:
Yet now it is no wonder, when I see
Thou writ'st whole volumes in Epitome;
And with such speed, that with thy nimbler pen,
Thou dost anticipate the tongues of men:
So that if Plutarch *liv'd, hee scarse could tell*
To finde thee in thy Art a Parallell.

Tho. Fancourt.
Cantab. Col. Per.

To the Authour.

WHy should I praise thy Art in writing, when
Thy Art and praise surmounts the praise of men?
For if thy way of writing had been shewne
Tonges past, Printing had we've been knowne,
Nor the Invention sought or valued; when
The Presse can scarcely over-run thy Pen.
So that what honour's due unto the Quill,
Or glory unto those that have the skill
In faire Orthographie, *their titles stand*
As pages to attend upon thy hand.

Nath. Mason, G.C.Coll.

To the Authour on his Exquiſite Art of *SHORT-WRITING.*

WHat! write as faſt as ſpeak? what man can do it?
What! hand as ſwift as tongue? perſwade me to it.
Unlikely tale! Tuſh, tuſh, it cannot bee,
May ſome man ſay, that hath not heard of thee.
This thou canſt doe, this (Shelton) *thou haſt done,*
Thy nimbler pen hath many tongues out-run.
Therefore, if any one of mee demand
What hand's the beſt, I ſay, thy running hand.
Herein the Proverbe holds not, for thy haſte
Is advantagious, it doth make no waſte:
Nor doſt thou envy others this thy Art,
But willingly doſt it to all impart:
And 'tis not fit that ſuch a gemme ſhould reſt
Within the cabinet of a private breſt.
On praiſe of thy Short-writing, *I could long*
Inſiſt; but I therein ſhould doe thee wrong.
This onely I will adde, whil'ſt ſome deſire
To praiſe thy skill, I rather will admire.

Steph. Jones,

Coll. D. J.

The letters of the Alphabet.

a		
b		
c		
d		
e		
f		
g		
h		
i		
k		
l		
m		
n		
o		
p		
qu		
r		
s		
t		
v		
w		
x		
y		
z		

THE ART OF *Short-writing.*

CHAP. I.

Of the Letters of the Alphabet.

THe firſt thing to bee learned in this Art, is the Alphabet of Letters, which are to bee perfectly known according to the forme expreſſed in the copy.

In the writing of theſe Letters, each of them but *x* and *y* (which are not often uſed) are to be made at once, without removing the pen from the Paper. I make one character for *q* and *u*, becauſe they come alwayes together; whenſoever *q* is written, *u* immediately following it; as in *queen*, *quiet*, *quarter*, &c.

Theſe letters being ſo perfectly learned, that you can make and know any of them without looking on the copy, proceed to the next.

CHAP.

CHAP. II.

Of the double Conſonants.

THe double conſonants are the very letters of the Alphabet, joyned together (except the foure laſt) and therefore the learning of them is no charge to memory, the letters being once learned.

In the making of theſe double conſonants you may obſerve, that ſtill the ſecond letter is joyned where you end the former: as for example, to write *bl*, your *b* alone is thus [ı], *l* alone thus [∪], when they are to be joyned, draw *l* from the foote of *b* thus [∪]. To write *br*, write *b* as before, and then draw *r* out of the foote of *b* thus [⊦]. To write *cl*, *c* alone is thus [⌐], *l* thus [∪]: when you joyn them, draw *l* out of the foot of *c* thus [▽]: *cr* thus [⊢] and ſo of the reſt, as you may ſee in the copy of the double conſonants.

Double

Double consonants

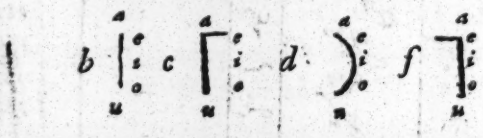
To begin		words.	To end.	
bl			ld	
br			lk	
cl			lm	
cr			ln	
dr			lp	
dw			ls	
fl			lst	
fr			lt	
gl			mp	
gr			nd	
kn			ng	
pl			nk	
pr			ns	
sc			nst	
sk			nt	
sl			rd	
sm			rk	
sn			rl	
sp			rm	
st			rn	
str			rp	
tr			rs	
tw			rst	
			rt	
			ch	
			sh	
			th	
			wh	

CHAP. III.

Of Vowels.

THE ſingle Vowels are *a, e, i, o, u,* which in this Art are never expreſſed by their proper characters, (unleſſe when a Vowell beginneth a word, or elſe when two vowels come together, of which ſee Chap. 5.) but are underſtood by certaine places, aſſigned them about the other letters: as for example.

The places of the Vowels.



The Vowels are placed about any letter, as you ſee them ſtand about theſe.

The place of *a* is juſt over the head of the letter, thus, $\overset{a}{l}$.

The place of *e* at the upper corner on the right hand; thus, l^{e}.

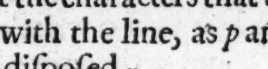
The place of *i* againſt the middle of the letter on the right hand; thus, l_{i}.

The place of *o* at the foote of the letter on the right hand; thus, l_{o}.

The place of *u* juſt underneath the letter; thus, $\underset{u}{l}$.

About

About the characters that are flat, or lye even with the line, as *p* and *n*, they are thus disposed;



The place of *a* is just over the middle of the letter; the place of *u* just against it under the letter; the other three *e*, *i*, and *o*, on the right side one under another.

About slope characters, as *m*, and *t*, they are placed thus

The places about any of the rest are easily observed.

CHAP. IV.

Of the use of the Vowels, and their places.

WHen a word begins with a vowel, the character of the vowel must bee expressed: as for example, to write *art*, the character of *a* must bee writen thus [ʌ]: the next letter *r*, being a consonant, must bee

joyned to *a* thus [ ], and then *t* joyned to *r* thus [ ]. To write *on*, write *o* thus [ ], and at the foot of it joyne *n* thus [ ]. To write *eke*, write *e* thus [ ], and joyn *k* thus [ ], as in these,

in		*us*		
are		*ebb*		
ark		*odd*		&c.

If two vowels come together in the beginning of a word, and must both of necessity bee sounded, write down the character of the former vowell, and set the following consonant in the place of the latter vowell: as for example, To write *aid*, write the character of *a* thus [ ], the next vowell being *i*, set *d* in the room of it thus [ ]. To write *eat*, write *e* thus [ ]: the next vowell being *a*, set *t* in the place of it thus [ ]; as in these,

aime		*eare*		
aire		*out*		
eare		*ease*		&c.

When a word beginneth with a consonant, the vowell or vowels following

ing are not expreſſed by their characters, but implyed by the places aſſigned them about the conſonant, and the next letter or letters following are ſet in the place of the foregoing vowell. As for inſtance, to write *ball*, write *b* thus [ı]; in the place of *a* write *l* diſjoyned thus [ĭ]. To write *bel*, write *b* as before, and *l* disjoyned in the place of *e* thus [ᴾ]. To write *bill*, write *b* as before, and ſet *l* diſ-joyned in the room of *i* thus [ᴾ], *bol* thus [ᴾ], *bul* thus [ᴾ]: as in theſe,

bad	ᴾ	*nat*	⁻
bed	ᴾ	*net*	⁻
bid	ᴾ	*nit*	⁻
bod	ᴾ	*not*	⁻
bud	ᴾ	*nut*	⁻

and the like.

If two conſonants or more come together, and no vowell between them, they muſt be joyned together without taking off the pen: as for example, to write *blame*, *bl* muſt be joyned thus [ᴾ] then in the place of *a* write *m* thus [ᴾ]. To write *break*, write *br* thus [ᴾ], and in the place of *e* write *k* thus [ᴾ].

As in theſe,

breadth		*ſpeech*		
length		*whence*		
ſhort		*France*		&c.

Note that alway, when there cometh any vowel, the pen is to bee taken off, and the letter after disjoyned, but till you come at a vowel, al the conſonants that come together, muſt bee joyned together.

When a word endeth with a vowel, that vowel is underſtood by a tittle made in the place of it: as to write *me*, write *m* thus [ ], and a tittle in the place of *e* thus [ ]. To write *die*, write *d* thus [ ], and a tittle in the place of *i* thus [ ]: as in theſe,

ſay		
we		
cry		
go		
due		and the like.

If a word end with *y*, the character of *y* is not expreſſed, but a tittle ſet in the place of *i*: as in theſe,

my		
why		and the like.
by		

CHAP.

CHAP. V.

Of diphthongs.

FOr diphthongs, ſome aſſigne more places about characters then for ſingle vowels; which hath proved inconvenient in the writing, and bred much confuſion in the reading of what hath been ſo writen, as they from their own experience have teſtifyed; it being indeed impoſſible exactly to obſerve twelve or fourteen ſeverall places about a ſmall character: for the avoiding of which inconvenience, I obſerve onely the places for the ſingle vowels, and no more.

If it be demanded, how words ſhall be expreſſed wherein more vowels then one come together;

I anſwer, If two vowels come together in the beginning of a word, obſerve that rule, Chap. 4. If in the middle of a word, that is, after ſome other letters, obſerve theſe rules.

Firſt, Though two vowels come together, yet oft times one of them doth principally ſound the word, and then the other may be ſpared: as in theſe words,

In	*deare,*	leave out	*a*	and write	*dere.*
	heart,		*e*		*hart.*
	neither,		*i*		*nether.*
	people,		*o*		*peple.*
	guide,		*u*		*gide.*

Secondly, if two vowels come together, & must of necessity be both sounded, (as especially when the first vowell belongs to one syllable, and the latter to another) then write the character of the latter vowel in the place of the former: as to write *lion*, write *l* thus [◡], in the place of the first vowell which is *i*, write the character of *o* thus [◡c], and then joyn *n* at the foot of *o* thus [◡c]. To write *poet*, write *p* thus [σ], in the place of *o* write *e* thus [σ ϑ], and joyn *t* thus [◖]: as in these,

σ ϑ	
quiet	ϥϑ
sion	ρc
caos	⌐φ

and the like.

Or else make a tittle in the place of the former vowell, and write the consonant or consonants following in the latter vowels place; as to write *riot*, write *r* thus [ⅴ], make a tittle in the first vowels place, which is *i*, thus [ⅴ], and

and then in the place of the latter vowell *o*, write *t* thus [ ]. To write *Joel*, write *j* conſonant thus [ ], a tittle in the place of *o* thus [ ], and *l* in the place of *e* thus [ ]: as in theſe,

diall
giant
duell

and the like.

CHAP. VI.

Of J and V conſonants.

THe letters *j* and *v* are ſometimes vowels, ſometimes conſonants; the knowledge of which will not bee unuſefull in this Art of writing; therefore thoſe that know it not, may take theſe directions.

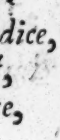
J is a conſonant alway in the beginning of a word, when another vowell followeth next after it, and it is ſounded like *g* ſoft: as in theſe,

jarre
judge
jewel
Job

and the like.

Alſo in the middle of a word, if a vowell follow it in the ſame ſyllable: As in theſe,

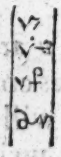
prejudice,
reject,
rejoyce,



and the like.

V is a conſonant when it commeth before another vowell in the ſame ſyllable, and is ſounded like *f*, but ſomewhat ſofter: as in theſe,

vertue,
viall,
veſture,
deliver,



and the like.

When they bee Conſonants, and are thus ſounded, they muſt bee expreſſed by their proper characters, as the reſt of the conſonants, whether it bee in the beginning, middle, or ending of words.

Prepo-

Prepositions for longe words.

Ab		Con		Pre	
ob		cor		pro	
ac		col		re	
ad		de		sub	
af		di		suff	
all		dis		sup	
am		fall		ser	
an		full		sur	
ap		for		sal	
op		im		sol	
as		liber		temp	
at		mess		trans	
circum		miss		vn	
com		per		vp	
		par		vt	

Terminations for longe words.

Able		ing		serue	
ible		ler		sion	
ation		lent		tion	
ceiue		litie		soeuer	
dure		mer		ternall	
fect		mar		ther	
ference		ment		tent	
fication		ness		ture	
fulness		ous		ver	
iect		cent			
itude		sent			

CHAP. VII.

Of the markes for the beginning and ending of long words.

ALthough by the former rules any word may be written in this Art, and there is no neceſſity of learning more, (the reſt that follow onely ſerving to ſhorten the former) yet to thoſe that deſire to be exact in this Art, the benefit of the rules that follow, will countervail the pains of learning them therefore (in the next place) for the abbreviating of longer words, I have added characters for the beginnings and endings of ſuch as are moſt uſuall.

Theſe marks having little dependance upon the letters, are therefore to bee learned perfectly, being of much uſe in writing.

In the uſing of them the ſame rules are to bee obſerved as before in words of one ſyllable.

If a word begin with one of theſe markes, the character for it muſt be ſet down; if a conſonant come next, it muſt be joyned to the mark, without taking off

off the pen, and then write the letter or letters following in the roome of the vowell. As for example, to write *condemne*, first write your marke for *con*, which is thus [ ]; the next letter *d* being a consonant must be joyned to *con*, thus [ ] and then in the vowels place, which is *e*, write *m* disjoyned thus [ ] To write *prefer*, your marke for *pre* is thus [ ] joyn *f* thus [ ], and in the place of *e* write *r* dis-joyned thus [ ]. To write *submit*, your mark for *sub* write thus [ ], joyn *m* to it thus [ ]; and in the place of *i* write *t* dis-joyned thus [ ]: as in these,

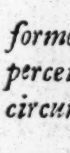
fortune		*remit*	
rebell		*proceed*	
contain		*translate*	&c.

If two of the marks make up a whole word, and no vowell come betweene them, they are both to be joyned together; as to write *reference*, write your mark for *re* which is thus [ ], & then joyn *ference* thus [ ]. To write *project* set down *pro* thus [ ]. and joyne the marke for *ject* thus [ ].

As

As in these,

former	[illegible]	
perceive	[illegible]	
circumference	[illegible]	and the like.



If you have a mark for the ending of a word, and not to begin it, you must begin it with the letters of the Alphabet: as for example to write *nature*, write *n* thus [–], and then *ture* being a mark to end it, must be set in the place of *a* thus [±]. To write *brother*, joyn *br* thus [⊢], and set the mark for *ther* in the place of *o* thus [⊢]: as in these;

nation	[illegible]	*pliable*	[illegible]
never	[illegible]	*difference*	[illegible] &c.

If you have a mark to begin a word, and no mark to end it, it must be ended with the letters of the Alphabet; as to write *permit*, write the mark for *per* thus [⅄], joyn *m* to it thus [⅄], and write *t* disjoyned in the place of *i* thus [⅄]. To write *suffer*, write your mark for *suff* thus [∝], then set *r* in the place of *e* disjoyned thus [∝].

If a vowel come next after a mark or consonant to begin a word, the letter or mark following the vowel must bee set

ſet disjoyned in the room of the vowel as in theſe,

courage		
ſupport		
potent		
lament		and the like.

CHAP. VIII.

Directions for making the foreſaid marks, and placing the vowels in long words.

IN making your characters begin them ſo that you take not off the pen unleſſe it be in thoſe that cannot otherwiſe bee made.

Secondly, the moſt of them are ſo framed, that you may end them toward the right hand, that ſo with more convenience the next letter may be joyned if it be to be joyned.

Thirdly, the next conſonant or mark is to be joyned where you laſt took off the pen from the former.

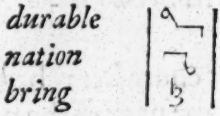
The vowels in long words are to be placed about the laſt letter, if it bee a word that goeth forward in the line: as

to

to write *contemn*, write *con* thus [ ], joyn *t* thus [ ], and then ſet *m* diſjoyned in the place of *e* againſt *t* thus [ ], not againſt *con* thus [ ]. To write *diſdain*, write *diſ* thus [ ], joyne *d* thus [ ] and then ſet *n* in the vowels place againſt *d* thus [ ], not againſt *diſ* thus [ ],

Thoſe markes for ending of words that begin with a vowell, are commonly to be joyned to the former marke or letter: as in theſe,

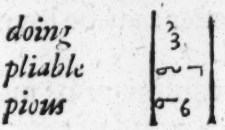
durable
nation
bring



and ſuch like.

Unleſſe there come another Vowell before them, and then the marke is to be ſet diſ-joyned in the place of the former vowell: as in theſe,

doing
pliable
pious



and ſuch like.

The character for *s* after ſome letters in the ends of words cannot conveniently bee joyned; therefore in ſtead of it write

write a tittle behind the whole word: as in theſe,

ſayings	
ſervants	
conſerves	
pirates	

CHAP. IX.

Of characters that reſemble others.

THe ſame character ſometimes ſtandeth for two things: as for example, there is the ſame for

ture	and	*Chriſt*	+	&c.
ternall		*which*	ϴ	
meſſ		*what*	∞	

which is no hinderance (but a help) in the learning this Art, conſidering how eaſily they may be differenced. When any of theſe marks ſtand alone by thẽſelves, they are for whole words: when they are joyned with other markes or letters, they are but a part; as for example, this marke [ϴ] when it is writen alone, ſtandeth for *which*; when it is joyned with other letters, it is *ternall*, a

part

part of a word; and ſo of the reſt: and by remembring the one, the other is eaſily called to minde.

CHAP. X.

Whether marks for beginnings may bee uſed to end words, and contrary.

THE markes for beginnings of words may be uſed for endings, & the endings for beginnings (when they be ſhorter then the letters of the Alphabet) without any inconvenience: as in theſe,

mercy		*ſentence*	
former		*conſent*	
aſſume		*durable*	
Meſſias		*indure*	

where you may obſerve, the mark for the beginning of the former word is the ending of the next.

CHAP.

CHAP. XI.

Examples of words writen with the marks: with marks for the names of the books of the Bible.

THe greateſt difficulty that ſome (who have onely the help of the book) have found in attaining this Art, is about the uſing the foreſaid marks in the writing of words: to help ſuch, I have in this Edition added this table of words, compoſed of thoſe marks, wherein for the moſt part there are two words with each marke; the former having a conſonant following the Prepoſition, the latter a vowel.

Theſe words are not to be learned without book, (many of them being afterwards ſhorter expreſſed in the table) but are onely examples to direct the learner how to write other words by them.

I have alſo added in this book, marks for the names of the books of the Old and New Teſtament: the moſt of them are drawn from the letters; and therefore the learning of them is little charge to the memory.

Markes for the Names of the bookes of the old and New Testament.

Genesis		Ieremiah		Iohn	
Exodus		Lamentati:		Actes	
Leuiticus		Ezekiel		Romanes	
Numbers		Daniel		Corinthians	
Deuteron:		Hosea		Galatians	
Ioshua		Ioel		Ephesians	
Iudges		Amos		Philippians	
Ruth		Obadiah		Colossians	
Samuel		Ionah		Thessaloniã:	
Kings		Micah		Timotheus	
Chroniles		Nahum		Titus	
Ezra		Habak:		Philemon	
Nehemiah		Zephaniah		Hebrewes	
Ester		Haggai		Iames	
Iob		Zechariah		Peter	
Psalmes		Malachi,		Iude	
Prouerbes				Reuelation	
Eulesiastes		Matthew			
Canticles		Marke			
Isaiah		Luke			

Examples of words written with each of the former markes

Abstaine		Atlas		Imoderate	
Abolish		Atturney		Libertine	
Obligation		Circumuent		Liberall	
Obedient		Composition		Messenger	
Acclamation		Comendation		Mistake	
Accuse		Condemne		Misseric	
Admitt		Connex		Pardon	
Addition		Cormorant		Paradice	
Affirme		Courage		Pretend	
Affright		Colchester		Preexistent	
Almightie		Colledge		Prophetic	
Allow		Demerit		Proud	
Amber		Deifie		Rebell	
Amiable		Diuert		Reallitie	
Anger		Dialogue		Sublime	
Annotation		Distance		Subborne	
Approach		Dissemble		Suffrage	
Appoint		Fulgentius		Sufficient	
Oppress		Fuller		Supplie	
Opposition		Forbeare		Support	
Aspiration		Forraine		Surmise	
Assume		Imputation		Surrender	

21 MR 72

Examples of words written with each of the former markes

Permission		Conceiue		Preuenes	
Peregrine		Felicitie		Meruelous	
Sermon		Mauersitie		Pious	
Seraphin		Indure		Consent	
Salmon		Defect		Innocent	
Salute		Circumference		Reserue	
Temptatiō		Mortification		Mantion	
Temporall		Willfulnes		Comision	
Translate		Joyfulnes		Whensoeuer	
Transact		Subiect		Whosoeuer	
Vpright		Institute		Father	
Vppon		Calling		Murther	
Vntill		Doing		Content	
Vniforme		Templer		Impotent	
Vttmost		Quarreller		Departure	
Vtterance		Relent		Future	
		Exelent		Moreouer	
Durcable		Informer		Euer	
Pliable		Grammer			
Horrible		Installment			
Vocation		Parliament			
Scituation		Aytness			

CHAP. XII.

Of writing 3. or 4. words in one.

SOmetimes three or foure words or more, may bee joyned together as one word, (as in the 15. Chapter following is declared,) especially if the word begin with a vowel: as in these,

as it is in use
this is of all other
which is as if it

Or else when the former word endeth with a vowel: as in these,

do so too
do no more so
so bee may die and the like.

To make many marks for whole sentences is needeless; because by the rules of this Art, any thing may bee writen word for word, as fast as it shall bee treatably spoken.

And it is indeed impossible to use them exactly, because sometimes the speaker varying a word or two in the sentence, the mark is either of no use, or else the sentence must bee rendred in other words then it was spoken, which is a wrong to the speaker: therfore I have only abbreviated a few, which commonly

monly are ſpoken in the very words as I have ſet them down: as for example, in theſe following ſentences,

The Church of God	
The people of God	
The kingdome of God	
The kingdome of Chriſt	
The kingdome of heaven	
The kingdome of Satan	
The joyes of heaven	
The torments of hell	
That is to ſay	
As if hee ſhould ſay	
As if it were	
The power of God	
The truth of God	
The mercy of God	
The wiſdome of God	
The glory of God	
The honour of God	
The juſtice of God	
The word of God	
The works of God	
The love of God	
The feare of God	

Many other like might be added, but theſe I thinke ſufficient to direct the diſcreet learner, who may adde more if he ſee them uſefull.

CHAP. XIII.

Of the uſe of points in this Art.

ALthough to thoſe that have attained any perfection in this Art, there is no great uſe of pointing, yet for the help of new beginners, I have added this direction.

At the end of a perfect ſentence, the ordinary period may be uſed, which is this (.) but becauſe it hath ſome reſemblance with another word, leave the ſpace of a word before and after it, thus . or elſe ſet it a little lower then the line, thus .

The Interrogative point may be uſed in the common form, thus ? Parenthelis likewiſe as it is uſually expreſſed with two ſemicircles, thus ( ) For other points of leſſe uſe, as Comma, Colon, &c. they may wholly be ſpared.

Thoſe that deſire to write the New Teſtament, or Bible, for the diſtinction of the

the verſes, at each verſe end they may ſet this mark :.

CHAP. XIIII.

Of the Table.

THough any word in any language may be written by the former rules, yet (to omit nothing that may tend to the ſpeedy attaining of this Art) I have added a ſhort Table of words, ſo frequent in uſe, that almoſt in any ordinary ſentence the greater part of the words are written by this table, without removing the pen from the paper in any one word.

The moſt part of theſe words are little charge to memory, being made out of the letters of the Alphabet.

Thoſe that think the abbreviating long words by marks to be an help to this Art, are of another mind. I think it needleſſe, for

Firſt, any long word may be expreſſed by the former rules.

Secondly, marks for words ſo ſeldome in uſe are oft times forgotten, before there be occaſion to make uſe of them, whereas many of theſe are written in every ſentence.

Thirdly,

Thirdly, as ſuch words are longer in writing, ſo are they alſo in ſpeaking.

Laſtly, in many long words ſome part may be omitted, and yet no hindrance to the reading of it, as in the following Chapter.

In this book at the requeſt of ſome (who have found it uſefull) I have drawn the table into ſenſe as near as I could, keeping to the Alphabeticall way, thas it may take the better impreſſion in the memory of the learner. The words that follow orderly in the table are, thoſe that have the marks ſet againſt them; the other words that ſtand forward in a ſmaller character, are added onely to make ſenſe of the other, and have marks alſo in their place.

CHAP.

Acknowledg
Aduantage
Afflictions
Away
Anger with
And
Adulterie
Admonish
Arguments by
Against
Account the
After
Abundance for
Actions of
As when
Appeare we shall
Amonge
Apostle
Angells and

B

Behold
By
Baptisme
Blest men are
Because

Begin they
Beleiue to
Be
Behind not
Brute beasts
But
Bountie let
Benefits and
Betweene be
Brethren.

C

Cause
Children
Come to
Christ to
Church and
Congregation
Care with
Conscience; and
Christians
Consider
Couenant their
Concerning and
Conuersation their
Charitie they vse

Call and
Crosse the
Chastisment and
Comfortable
Confesse and
Certaine
Customes
Cittie of the
Corrupt to be

D

Doe
Diligence thy
Delight with
Destroy to
Doctrine
Dwelle of
Deliuered
Downe
Darknes in
Dwell where they

E

Edefie
Elect the
Epistle by

ⵜⵉⵙⵙⵉⵏ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵙⵙⵉⵏ

ⵜⵉⵙⵙⵉⵏ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵙⵙⵉⵏ

ⵜⵉⵙⵙⵉⵏ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵙⵙⵉⵏ

ⵜⵉⵙⵙⵉⵏ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵙⵙⵉⵏ

ⵜⵉⵙⵙⵉⵏ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵏⵎⵍⵍⵉ ⵜⵉⵎⵓⵔⵜ ⵏ ⵜⵉⵙⵙⵉⵏ

THE TABLE.

Example and
Enemies for
Enter
Effect and
Euill
Euen
Egeyt to
End and the
Earth. of the

F

Follow
Faith
From
Foundation the
Forgiue
Forbeare and
Fulfilled be
Feare with
Feast and
Flesh not
Fast. but

G

Giue
God

Great
Glorie
Grace for
Gospell and
Good to the
Godly and
Generation
Generall. in

H

He
Hath that
Holie A
Humble
Heart
His
Hope
Helpe and
Heauen is in
Holighost and the
How yet
Hands dee the
Hipocrites of
Heretikes and
Hurt
Him

House and his
Hold
Heare.

I

If
Instrumentes men be
Instruct to
Ignorant the
Iniquitie from
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Increase will
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Ioy
Iesus for
Iudg. is

K

Keepe
Kingdom in the
Know
King. thy

L

Let
Loue men

Law the
Lord of the
Life and their
Like is
Longe to be
Land in the

M

Meditate
Mind in
Man
Made thou art
Mortall
Magestrates
Ministers and
Must
More haue
Mercie
Multitude on the

N

Neuertheless
Neighbours
Neglect
Necessitie the

Number of a that time
Nothing
Notwithstanding
Name of them
Not
Now.

O

Oh
Order the
Of
Our
Omnipotent is
Obseruable
Ouer things
Outward
Or
Other.

P

People
Passe to
Praie ma
Principall
Publique

Perticuler
Place for
Protection and
Prouision and
Prouc their
Paticnce to
Purpose.

Q

Qualifie
Question the with the
Quantitie of a
Quarter.

R

Remember be
Readie to
Repent the
Righteous that
Regard
Religion
Reioyce and haue
Reward but
Reprobates
Reproofe.